

COVID-19 Risk assessment – Opening schools

The Government has asked schools to adhere to the following:

From the week commencing 1st June at the earliest, we will be asking primary schools to welcome back children in nursery, reception, year 1 and year 6, alongside priority groups. We will ask secondary schools, sixth form and further education colleges to offer some face-to-face support to supplement the remote education of year 10 and year 12 pupils who are due to take key exams next year, alongside the full time provision they are offering to priority groups.

We are also asking nurseries and other early years providers, including child-minders, to begin welcoming back all children. Alternative provision settings should mirror the approach being taken for mainstream schools and also offer some face-to-face support for years 10 and 11 pupils (as they have no year 12). Special schools, special post-16 institutions and hospital schools will work towards a phased return of more children and young people without a focus on specific year groups.

The risk assessment template below sets out the known hazards and importantly controls that have been advised either by the Government/DfE, the World Health Organisation (WHO), Public Health England (PHE), NHS (safe practice) or good practice (unions/other sources). Some are suggested measures that may be or may not be applicable to your school and specific education setting. The responsible person within the school should use this information to formulate a plan / safe procedures that fit your school.

There are some specific issues that are addressed in the risk assessment but for clarity please read the following Government advice to schools:

Personal Protective Equipment (PPE) including face covering and face masks:

Wearing a face covering or facemask in schools or other education settings is **not** recommended.

Face coverings may be beneficial for short periods indoors where there is a risk of close social contact with people you do not usually meet and where social distancing and other measures cannot be maintained, for example on public transport or in some shops. This **does not apply** to schools or other education settings.

Schools and other education or childcare settings **should** therefore **not require** staff, children and learners to wear face coverings.

Face coverings (or any form of medical mask where instructed to be used for specific clinical reasons) should not be worn in any circumstance by those who may not be able to handle them as directed (for example, young children, or those with special educational needs or disabilities) as it may inadvertently increase the risk of transmission.

The majority of staff in education settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others.

PPE is only needed in a very small number of cases including:

- Children, young people and pupils whose care routinely already involves the use of PPE due to their **intimate care needs** should continue to receive their care in the same way
- If a child, young person or other learner becomes **unwell with symptoms of coronavirus** while in their setting and needs direct personal care until they can return home. A facemask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then gloves, an apron and a facemask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.

Please note:

The NEU advises its members that staff in special schools, where pupils cannot socially distance and need personal care and support with hygiene measures, should wear PPE at all times when working with children and young people.

<https://neu.org.uk/advice/coronavirus-10-points-special-school-closures>

Where PPE is required, the following is a general checklist for PPE management:

- Communicate suitable information to pupils, parents and carers on what to expect in relation to staff wearing additional PPE;
- Ensure training is provided to the relevant staff on how to correctly put on and wear items of PPE, when it should be replaced throughout the day and how it should be disposed of (Videos and guidance is available and noted on the assessment template below);
- Ensure that where a need for disposable half facemasks that provide a higher level of protection (e.g. disposable FFP3 masks and reusable half masks) is identified. Face fit testing is provided by a competent person (And how this will be applied to staff who have facial hair);
- Identify staff that have relevant pre-existing medical conditions which may restrict or prevent some workers wearing certain types of RPE and clarify how this will be managed. (E.g: asthma or skin allergies);

- Ensure a maintained stock of all identified items of PPE, including a contingency surplus, is available to ensure that the identified additional controls can be sustained throughout the phased return period and into full occupation of each school building until such a time that control measures can be reviewed and reduced accordingly.

Social distancing in early years and primary schools:

We know that, unlike older children and adults, early years and primary age children cannot be expected to remain 2 metres apart from each other and staff. In deciding to bring more children back to early years and schools, we are taking this into account. Schools should therefore work through the hierarchy of measures set out above:

- Avoiding contact with anyone with symptoms
- Frequent hand cleaning and good respiratory hygiene practices
- Regular cleaning of settings
- Minimising contact and mixing

It is still important to reduce contact between people as much as possible, and we can achieve that and reduce transmission risk by ensuring children, young people and staff where possible, **only mix in a small, consistent group** and that small **group stays away from other people** and groups.

Public Health England (PHE) is clear that if early years settings, schools and colleges do this, and crucially if they are also applying regular hand cleaning, hygiene and cleaning measures and handling potential cases of the virus as per the advice, then the risk of transmission will be lowered.

Where settings can keep children and young people in those small groups **2 metres away from each other**, they should do so. While in general groups should be kept apart, brief, transitory contact, **such as passing in a corridor, is low risk**.

For **pre-school children in early years settings**, the staff to child ratios within [Early Years Foundation Stage](#) (EYFS) continue to apply as set out here, and we recommend using these to group children.

For **primary schools**, classes should normally be **split in half, with no more than 15 pupils** per small group and one teacher (and, if needed, a teaching assistant). If there are any shortages of teachers, then teaching assistants can be allocated to lead a group, working under the direction of a teacher. Vulnerable children and children of critical workers in other year groups should also be split into small groups of no more than 15. Desks should be spaced as far apart as possible.

For **secondary schools and colleges**, the same principle of halving classes will normally apply. It is also sensible to rearrange classrooms and workshops with sitting positions 2 metres apart. Where very small classes might result from halving, it would be acceptable to have more than half in a class, provided the space has been rearranged. Again, support staff may be drawn on in the event there are teacher shortages, working under the direction of other teachers in the setting.

Additional considerations for planning to re-open schools to more pupils and staff:

The NASUWT has provided some additional information for its members that schools could consider, these are outlined below and on the following link: <https://www.nasuwt.org.uk/advice/health-safety/coronavirus-guidance/requirements-for-reopening-of-schools.html>

The school should consider further measures and areas during the completion of the initial risk assessment and as the assessment is reviewed during the daily occupation of the school at this time. This includes assessing the availability of staff for all activities during the school day, including lunchtime, break supervision, and to provide support for pupils with special or additional needs, taking into account the following:

- Staff who have underlying medical conditions (as defined in government guidance);
- Staff who are subject to shielding or are in a household where someone is shielding;
- Staff who are self-isolating, and staff on maternity or any other form of leave, and will, therefore, not be available for work;
- The availability of supply staff to cover any vacancies or long-term absences.

Individual risk assessments for specific pupils should be reviewed to ensure they include provision for safe practice during this time and taking into account the risk of coronavirus. This may include additional assessments of pupils who previously were not assessed to need one. This may include the following pupils:

- Pupils who have not previously needed a risk assessment but who in the new circumstances may pose a risk;
- Pupils who need specific care, which cannot be delivered whilst ensuring social distancing;
- Potentially violent pupils, especially those with known risk of spitting and or requiring physical restraint.

The SEN coordinator and other affected staff should be consulted when reviewing or writing such assessments.

Transport arrangements:

Transport to and from school should be assessed if provided by the school or if managed by the school team. How can this be managed safely or adapted to for in line with current social distancing requirements? Do school start times need to be adjusted to accommodate staff and pupils getting to school safely?

Premises Management

In conjunction with this risk assessment and guidance Judicium Education have previously provided a detailed risk assessment template for 'Managing Premises Functions' during this time and a six part series of guidance documents (in the form of newsletters) titled 'Managing School Premises during COVID-19 outbreak'. The school's management and H&S Lead have been sent this guidance and have access to all Judicium templates. The premises team should refer to this information in order to ensure the school buildings are suitably managed at this time.

Covid-19 Testing:

As essential workers, Support and Teaching staff can apply for a covid-19 test on the government portal or the school can arrange the test on their behalf: <https://www.gov.uk/apply-coronavirus-test>

For further information regarding this assessment please refer to your assigned Judicium Education Health & Safety consultant.

**Health and Safety Risk Assessment – Re-opening Schools – COVID-19 –
This Risk Assessment is updated in relation to all publications by the DfE.**

Academy / School	TCES		Assessment No.		
Site	TCES	Location	TCES School East London Independent School to include Create Learning Secondary and Primary, North West London Independent School and Home Learning		
Subject of Assessment	<p>Opening schools to keyworker’s children and additional specific year groups.</p> <p>In primary this includes Nursery, Reception, Year 1 and Year 6. In Secondary this includes Year 10 and Year 11. In Special schools, special post-16 institutions and hospital schools it includes additional pupils on a phased return.</p>				
Assessed by	Adele Steadman	Date	12 th May 2020	Last Review date	05/01/2021 06/02/2021 04/03/2021 30/03/2021 01/04/2021 17/05/2021
Details of workplace/activity	<p>Pupils and Staff partaking in school activities within the school premises, including general classroom activities, dining, break-times, playgrounds, pick-up and drop off (where applicable), First aid and external visitors to the school. To include home learners and blended learners.</p>			<p>Persons Affected <i>(Who may be harmed)</i></p> <p>Pupils, Staff, Contractors and Visitors.</p>	

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions ✓/X (If ✓ See Actions)
1.	Spread/contraction of COVID-19 due to interaction with a person who has symptoms of the disease, a person who may be asymptomatic or lack of information.	<ul style="list-style-type: none"> • The school has informed parents, pupils, carers, employees and visitors not to enter the school if they are displaying any symptoms of coronavirus (following the COVID-19 guidance for households with possible coronavirus infection); • Parents receive guidance on school times for their child and protocols set out for attending the school i.e. should remain 2m apart from others, should follow staff members instruction and should not congregate outside the school; • Parents issued specific school protocols for school attendance for them to explain to their children; • Parents of SEN pupils or those with care plans are individually consulted in order that plans are reviewed to include any new safety measures; • Staff are briefed and consulted on school procedures and the plans for re-entry of pupils; • Employees have had sufficient training and briefing regarding infection control and school protocols; • Staff are up to date on other related guidance and support in relation to themselves and pupils such as stress and wellbeing including: Staff are also signposted to our website, EAP employee support. https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing/guidance-for-parents-and-carers-on-supporting-children-and- 	Medium	✓

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions √/X (If √ See Actions)
		<p>young-peoples-mental-health-and-wellbeing-during-the-coronavirus-covid-19-outbreak</p> <ul style="list-style-type: none"> • In relation to mental health and stress support organisation, details are available to staff including confidential employee help lines and information that can be provided to pupils; • There are daily communication and support networks in place for staff and if there are particular concerns staff can raise them quickly and effectively; • Hazard reporting mechanism are in place and easily accessible; • Talks with staff about the planned changes (E.g. safety measures, timetable changes and staggered arrival and departure times), have taken place, including discussing whether additional training would be helpful. • Agency staff are updated on procedures and processes during induction. 		
2.	<p>Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including:</p> <ul style="list-style-type: none"> • Drop off / entry to the school. 	<p>Drop off (primary):</p> <ul style="list-style-type: none"> • Drop-off and collection points and timings for each group have been identified, this information has been cascaded to parents. • The playground has been demarcated to enable parents to remain 2m away from other parents during drop off of pupils; • Start times have been staggered for each class in order to prevent large numbers of parents in the playground/on school grounds; 	Medium	

Hazards and Risks	Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions √/X (If √ See Actions)

- Start times are designed to enable one group of parents to leave the site before the next group arrive;
- Only one parent/guardian per child is permitted on site;
- interact with other families.

Entry to the school:

- Pupils will be collected in the playground by their Teacher;
- OR**
- Entrance doors are held open, reducing the number of occupants touching the doors;
 - Hand-wash stations are located at the entrance to the school (classroom or other). All occupants are required to wash their hands (soap/water or hand sanitiser) on entry to the school;
 - Good hand washing signage to instruct pupils how to do this effectively is displayed;
 - Help is available for children and young people who have trouble cleaning their hands independently;
 - Hand washing demonstrations have been provided to pupils on how to adequately wash their hands.

Secondary school (entry to the school):

- Drop-off and collection points and timings for each group have been identified, this information has been cascaded to parents.

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions ✓/X (If ✓ See Actions)
		<ul style="list-style-type: none"> • Pupils who are dropped off can do this in the usual way but drivers MUST NOT leave the vehicle; • Pupils must enter via the designated, signed (specifically for this time) entrance to the building. • Pupils are required to complete hand washing or sanitise on entry to the school; • Entrance doors are held open, reducing the number of occupants touching the doors; • Hand-wash stations are located at the entrance to the school (classroom or other). All occupants are required to wash their hands (soap/water or Hand sanitiser) on entry to the school; • Good hand washing signage to instruct pupils how to do this effectively is displayed. 		
3.	Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including: <ul style="list-style-type: none"> • Pickup / leaving the school. 	<p>Pick up (primary):</p> <ul style="list-style-type: none"> • Drop-off and collection points and timings for each group have been identified, this information has been cascaded to parents. • Finish times have been staggered for each class in order to prevent large numbers of parents in the playground/on school grounds; <p>Leaving the school:</p> <ul style="list-style-type: none"> • Exit doors are held open, reducing the number of occupants touching the doors; • Pupils are reminded to wash hands as they leave the school building; • Hand-wash stations are located at the exits from the school (classroom or other); 	Medium	

Hazards and Risks	Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions ✓/X (If ✓ See Actions)	
		<ul style="list-style-type: none"> • Help is available for children and young people who have trouble cleaning their hands independently; • Hand washing demonstrations have been provided to pupils on how to adequately wash their hands; • Good hand washing signage to instruct pupils how to do this effectively is displayed. <p>Secondary school (exit from school):</p> <ul style="list-style-type: none"> • Drop-off and collection points and timings for each group have been identified, this information has been cascaded to parents. • Pupils who are picked up can do this in the usual way but drivers MUST NOT leave the vehicle; • Pupils must leave via the designated, signed (specifically for this time) exit from the building; • Exit doors are held open, reducing the number of occupants touching the doors; • Pupils are reminded to wash hands as they leave the school building; • Hand-wash stations are located at the exits from the school (classroom or other); • Good hand washing signage to instruct pupils how to do this effectively; • Pupils are required to leave the school grounds and go straight home, not to congregate on the school grounds, nearby roads, recreational areas; • Finish times have been staggered for each class in order to prevent large numbers pupils leaving at the 		

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions √/X (If √ See Actions)
		same time.		
4.	<p>Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including:</p> <ul style="list-style-type: none"> Classroom use / activities. 	<p>There will be no assembly of more than 15 pupils. Larger meetings will be accommodated by the use of Teams. Social Stories are sent to pupils regarding Covid and their participation with handwashing and catch it bin it kill it.</p> <p>Primary:</p> <ul style="list-style-type: none"> Classroom sizes are restricted to 15 maximum pupils, 1 teacher and TA if required (specific needs of class); Pupils are kept in small groups (bubbles) as they cannot socially distance themselves at all times; The class group will not interact with other groups within the school; Hand washing is completed on entrance to the class and between specific activities; Pupils are allocated resources and are not encouraged to share; Pupils are regularly reminded not to touch their or other pupils faces; Classroom furniture has been reduced. Displays, unnecessary cupboards and soft furnishings, soft toys and those with intricate parts have been removed and are not permitted. This is designed to enable successful and effective cleaning of all surfaces; Where possible classes/activities will be completed outside; 	High	

Hazards and Risks	Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions ✓/X (If ✓ See Actions)
		<ul style="list-style-type: none"> • Play equipment will be used in rotation. Equipment is cleaned at the end of every day and before use by each designated class group; • The same Teacher and TA (where applicable) are assigned to a class each day. Where possible this will be one teacher for the whole and subsequent days; • The timetable has been reviewed to decide which lessons or activities can be delivered to reduce movement around the school and to accommodate lunch and break times. <p>Secondary:</p> <ul style="list-style-type: none"> • Classroom sizes (bubbles) are restricted to 15 maximum pupils, 1 teacher and TA if required (specific needs of class); • Classrooms have been organised to achieve 2m distances between pupil desks/chairs at all times; • Pupils are managed while entering the room and are asked to sit at desks/work areas before the next pupil moves within the same area; • Classroom furniture has been reduced. Displays, unnecessary cupboards and soft furnishings have been removed. This is designed to enable successful cleaning of all surfaces; • Pupils have allocated desks which they will use throughout the school day; • Pupils have allocated resources such as pens that are assigned to them; 	

Hazards and Risks	Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions ✓/X (If ✓ See Actions)
	<ul style="list-style-type: none"> • Resources for the day are provided in a zip bag or similar and are cleaned at the end of the day; • Pupils and staff use hand sanitiser on entry to the classroom; • Where possible classes/activities will be completed outside; • Use of external play equipment is limited. Pupils may move around the playground as usual but stay within their specific group. Not mixing with pupils from other classes; • The number of teachers (and other staff) that mix with a class is restricted to as few as possible. Where possible this will be one teacher for the whole and subsequent days; • The timetable has been prepared to in order to supplement remote education with some face to face support for pupils. This includes deciding which lessons or activities can be delivered to reduce movement around the school; • Where possible, all spaces are well ventilated using natural ventilation (opening windows) or ventilation units. Or if the building does not permit, natural ventilation of through traffic. • Government emphasis is on hands, space, face and fresh air to reduce the spread of the virus. <p>The predominant new variant of coronavirus (COVID-19) is more transmissible; however, Public Health England (PHE) advice remains that the way to control this virus is with the system of controls, even with the</p>	✓	✓

Hazards and Risks	Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions √/X (If √ See Actions)
	<p>current new variants. The use of face coverings in recommended circumstances is one element of the system of controls and must be implemented in line with other guidance. This is a temporary measure and will be reviewed at Easter, in partnership with health experts, to decide whether evidence suggests that these measures can be eased ahead of the summer term. This is guidance, not mandatory activity, and any legal exemptions that apply to the wearing of face coverings in shops and on public transport also apply to this advice. Where something is essential for public health reasons, as advised by Public Health England (PHE), we have said ‘must’. Where there is a legal requirement we have made that clear. You may also use a scarf, bandana, religious garment or hand-made cloth covering but these must securely fit round the side of the face. Face coverings are intended to protect others, not the wearer, against the spread of infection because they cover the nose and mouth, which are the main confirmed sources of transmission of virus that causes coronavirus infection (COVID-19). Further information can be found in the guidance on face coverings: when to wear one, exemptions, and how to make your own. When to wear a face covering in education The World Health Organisation published a statement on 21 August 2020 about children and face</p>		

Hazards and Risks	Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions ✓/X (If ✓ See Actions)
	<p>coverings. They advise that “children aged 12 and over should wear a face covering under the same conditions as adults, in particular when they cannot guarantee at least a 1-metre distance from others and there is widespread transmission in the area.” Where pupils and students in year 7 and above are educated, we recommend that face coverings should be worn by staff, pupils and students when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained. Face coverings do not need to be worn by pupils and students when outdoors on the premises. In addition, we now also recommend that in those settings where pupils and students in year 7 and above are educated, face coverings should be worn in classrooms and during activities unless social distancing can be maintained. This does not apply in situations where wearing a face covering would impact on the ability to take part in exercise or strenuous activity, for example in PE lessons. In primary schools, we recommend that face coverings should be worn by staff and adult visitors in situations where social distancing between adults is not possible (for example, when moving around in corridors and communal areas). Children in primary school do not need to wear a face covering. These measures will be in place until</p>		

Hazards and Risks	Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions √/X (If √ See Actions)	
		<p>Easter. Where a face covering becomes damp, it should not be worn, and the face covering should be replaced carefully. You must instruct pupils and students to:</p> <ul style="list-style-type: none"> • not touch the front of their face covering during use or when removing <p>Exemptions Some individuals are exempt from wearing face coverings. This applies to individuals who:</p> <ul style="list-style-type: none"> • cannot put on, wear or remove a face covering because of a physical impairment or disability, illness or mental health difficulties • speak to or provide help to someone who relies on lip reading, clear sound or facial expression to communicate <p>The same exemptions should be applied in education settings, and we would expect teachers and other staff to be sensitive to those needs, noting that some people are less able to wear face coverings and that the reasons for this may not be visible to others.</p>		
5.	<p>Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including:</p> <ul style="list-style-type: none"> • Dining; • Moving around the school; • Break-time / playgrounds. 	<p>Primary:</p> <ul style="list-style-type: none"> • Separate lunch break are designated for each small teaching (15 pupil) group. Pupils will stay in these groups during lunch; • Lunch area cleaned before and after each group’s lunch (not just at the end of break). Only one pupil will use a clean lunch space before it is cleaned again. <p>Secondary:</p>	High	

Hazards and Risks	Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions √/X (If √ See Actions)	
		<ul style="list-style-type: none"> • Separate lunch breaks are designated for each small teaching (15 pupil) group. Pupils will stay in these groups during lunch; • Lunch area cleaned before and after each group's lunch (not just at the end of break). Only one pupil will use a clean lunch space before it is cleaned again; • Pupils and staff lunch seating kept 2m apart; • Dining is organised so that no person sits facing another while eating. <p>Moving around the school:</p> <ul style="list-style-type: none"> • Movement to different areas within the schools is reduced as much as possible; • Suitable external doors are used to move pupils from one area to another. Effectively creating external corridors in the open air; • Where possible, all spaces are well ventilated using natural ventilation (opening windows) or ventilation units; • Additional furniture, coats, bags are not permitted in the school corridor; • Corridors are sterile environments and kept as clear as possible; • Corridors that cannot provide 2m separation (although passing in the corridor is deemed low risk) are designated one way where possible; • Corridor floors are demarcated to show direction and safe distance signage; • Times are allocated for each class to reduce the need to pass one another in open spaces. 		

Hazards and Risks	Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions ✓/X (If ✓ See Actions)	
		<p>Break-times / playgrounds:</p> <ul style="list-style-type: none"> • Separate times or areas (at a safe distance using government guidance) are issued for each separate class group. <p>Primary:</p> <ul style="list-style-type: none"> • Pupils are only permitted to complete suitable activities with their class group; • Due to potential issues with reduced numbers of staff and trained first aiders, playground activities are strictly controlled with structured play. Rough play is prevented; • Daily inspection and enhanced cleaning programs in place for external areas and equipment; • Outside play equipment and toys will be used in rotation; • Equipment is cleaned before use by each designated class group; • Outside play equipment and toys have been reduced; • This is designed to enable successful and effective cleaning of all outside toys / play equipment. <p>Secondary:</p> <ul style="list-style-type: none"> • Pupils are permitted to use the time for being away from lessons or outside. They are required to remain 2m apart and take part in low risk exercise only. Team sports are not permitted. • Daily inspection and enhanced cleaning programs in 		

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions √/X (If √ See Actions)
		place for external areas.		
6.	Spread/contraction of COVID-19 due to lack of hand-washing and general poor hygiene.	<p>Primary:</p> <ul style="list-style-type: none"> • Staff and parents are encouraged to use education resources such as e-bug and PHE schools resources; • Hand washing stations are positioned at each pupil, staff and visitor entrance to the school; • All those entering the school are required to wash/sanitise their hands; • Hand washing stations are located on each floor, within each classroom and on entry to the dining hall; • Hand washing sinks are located within each toilet provision; • Signage is located adjacent to each wash station or sink reminding occupants to wash their hands and how to do it effectively; • Pupils and staff have been shown how to wash hands properly; • Help is available for children and young people who have trouble cleaning their hands independently; • Hand washing is recommended frequently and required at the following times: <ul style="list-style-type: none"> ➢ Entry and exit from the school; ➢ After using the toilet; ➢ On entry to the dining hall; ➢ Before and after eating; ➢ On entry and exit from each classroom. • Unnecessary touching of the face is discouraged. 	High	

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		<ul style="list-style-type: none"> Teachers will remind pupils to use tissues and bin them once used. If tissues are not readily available exactly when needed occupants are reminded to cough or sneeze into their arm; Toilets and wash stations have single use paper towel for drying hands. 		
7.	Spread/contraction of COVID-19 due to lack of adequate cleaning measures.	<ul style="list-style-type: none"> The school has implemented additional cleaning regimes. This includes the following: <ul style="list-style-type: none"> ➤ Frequent cleaning of classrooms, Toilets, common areas and dining halls; ➤ Frequent cleaning of all touched surfaces, such as door handles, handrails, table tops, play equipment and toys. Classrooms furniture and soft furnishings have been reduced in order to improve the ability to effectively clean; Classrooms will be cleaned at lunch breaks and after school; Toilets will be cleaned at the end of the day; unless required. Additional antibacterial sprays will be in toilet areas to spray toilet flush handle and sink taps after use Common areas will be cleaned once a day; Equipment used by the pupils and staff will suitably cleaned at the end of each day or before it is used by another person; If an area is suspected to have been contaminated by coronavirus (a positive case is detected for an occupant of a classroom), the room will be closed 	High	Seek immediate advice for clear directive for each individual case.

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		for 72 hours and then deep cleaned as per the guidance set on COVID-19: cleaning un non-healthcare settings .		
8.	Spread/contraction of COVID-19 due to lack of social distancing measures. In particular school employees.	<ul style="list-style-type: none"> • Employees are required to conform with social distancing requirements at all times; • School offices are either reduced in occupation and desks positioned in order to provide adequate separation or staff are moved to other areas to reduce contact; • Staff rooms are not to be used unless these are large enough to safely accommodate current staff numbers at safe distance from each other; • Each staff area has been assessed, a maximum number of staff per room has been placed on the door; • Pupils will practice social distancing from staff appropriate to their age and as described in additional points of this assessment; • Employees will be provided with PPE when required in accordance with government guidance. 	High	
9.	Spread/contraction of COVID-19 due to insufficient First aid measures. This includes: <ul style="list-style-type: none"> • Dealing with general First aid; • Lack of trained first aiders; • Dealing with a suspected case of Covid-19; • Inappropriate handling / removal 	<ul style="list-style-type: none"> • A specific First aid needs assessment has been completed – see other 'First Aid Needs assessment – COVID-19; • The FA assessment takes into account numbers and ages of pupils, number and training of employees; • This information forms the decision on what activities and groups can safely be managed within the school; 	High	

Hazards and Risks	Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions ✓/X (If ✓ See Actions)
<p>of clinical waste</p> <ul style="list-style-type: none"> Intimate care procedures. 	<ul style="list-style-type: none"> This includes sufficient first aiders for the school to the number of pupils. To include those staff trained online. Qualified first aiders are in place at an appropriate ratio for paediatric first aiders for (Note there is a three month additional time allowed for requalification due to current restrictions); The school has a specific room dedicated for suspected cases of COVID-19; Occupants (staff or pupils) who display symptoms of the virus during the school day will be isolated in the designated room until additional medical assistance can be gained. This may be 111 support, an ambulance or until they leave the site to self-isolate; First aiders required to assist this person will wear full PPE including, apron, gloves, mask and visor; First aiders have completed appropriate training for 'donning and doffing' PPE – NHS video / advice https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm PPE is disposed of in accordance with NHS COVID-19 waste management guidance; https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings The first aid room will be cleaned frequently and after each use (when first aid care has been provided). 		

Hazards and Risks	Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions ✓/X (If ✓ See Actions)
		<p>Waste disposal measures Waste control measure from possible cases of COVID-19 and cleaning of areas where possible cases have been identified (including disposable cloths and tissues) are as follows:</p> <ul style="list-style-type: none"> • Put in a plastic rubbish bag and tied when full; • The plastic bag is placed in a second bin bag and tied; • It is put in a suitable and secure place and marked for storage until the individual's test results are known; • Waste is stored safely and kept away from children; • Waste is not put in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours; • If the individual tests negative, this can be put in with the normal waste; • If the individual tests positive, then waste is stored for at least 72 hours and then put in with the normal waste; • If storage for at least 72 hours is not appropriate, a collection as a Category B infectious waste is arranged by either local waste collection authority if they currently collect your waste or otherwise by a specialist clinical waste contractor. They will supply you with orange clinical waste bags for waste bags can be sent for appropriate treatment. 	
10.	Spread/contraction of COVID-19 due to	<ul style="list-style-type: none"> • Parents are not permitted to enter the school; 	Medium

Hazards and Risks	Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions √/X (If √ See Actions)
<p>lack of social distancing measures for external visitors to the school, including:</p> <ul style="list-style-type: none"> • Parents; • Maintenance contractors; • External Teachers; • Inspectors; • Delivery personnel 	<ul style="list-style-type: none"> • Parents have been informed to call the school office or email if they have any questions or concerns; • If parents need to drop off items for pupils, they should be left at the school main entrance for staff to collect; • The SLT are able to zoom (or other) parents if face to face meetings are required; • Markings have been added to the floor asking visitors to stay back at least 2m from the reception desk; • Visitors will only be permitted into the school if they have an appointment; • Visitors will only be permitted at their designated time and will be asked to wait outside of the school building until their school contact is available; • The school contact is required to attend reception in good time to meet their visitor; • Meetings with visitors will be via video conference or phone where possible; • If not possible social distancing measures will be adhered to at all times; • Face to face meetings in small room or within 2m are not permitted; • Premises' contractors will be managed in accordance with a separate premises maintenance risk assessment written specifically for this time; • Deliveries will be accepted at designated quiet times only; • Delivered items will be left outside of the school building for staff to collect. 		

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions √/X (If √ See Actions)
11.	Spread/contraction of COVID-19 due to lack of social distancing measures. This includes unsuitable use of toilets.	<ul style="list-style-type: none"> • One in one out management of toilets is in place; • Toilet use protocols are managed by Teachers if located adjacent to classrooms; • Pupil use of toilets is managed by staff and communicated to pupils; • Toilet in use signs are in use; • Toilets are cleaned throughout the day. 	Medium	
12.	Lack of staffing / insufficient staff ratios	<ul style="list-style-type: none"> • Adequate ratio of staff to children will be maintained and is assessed on a daily basis, based on potential staff illness or self-isolation; • Children are suitably supervised at all times; 	Low	
13.	Lack of suitable premises management	<ul style="list-style-type: none"> • The school adheres to the government guidance on managing buildings that are open; • The school has applied the series of guidance documents and advice sent out by Judicium regarding continued premises management at this time; • Premises staff levels are maintained and suitable for the use of the building; • Appropriate cleaning and premises staffing levels are in place; • Waste removal and enhanced cleaning programs are in place for the potential coronavirus contaminated waste; • Contingency in place for sudden premises staff absence; 	Low	

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions √/X (If √ See Actions)
		<ul style="list-style-type: none"> The guidance provided in Judicium Education Newsletters 'Managing School Premises during COVID-19 outbreak', a six part series of guidance documents (in the form of newsletters) and a 'Managing Premises Functions' separate risk assessment has been completed. 		
14.	Hazardous substance management, unsuitable COSHH management and use of chemicals leading to ill-health or fire.	<ul style="list-style-type: none"> Suitable storage and management of flammable hand sanitizer is in place; All chemicals used for the cleaning of school buildings and equipment is COSHH assessed and managed appropriately; Material safety data sheets are held for all chemicals and readily available to all staff; All cleaning chemicals are stored safely and securely in accordance with requirements; COSHH safety training has been completed by all those using chemicals for cleaning; Appropriate PPE is available for all cleaning including suitable PPE for cleaning of potential coronavirus contaminated rooms or equipment. 	Low	
15.	Fire and evacuation procedures being inadequate at this time due to lack of trained fire wardens or occupants being spread around the building without suitable procedures in place.	<ul style="list-style-type: none"> Evacuation plans including the following have been reviewed: <ul style="list-style-type: none"> ➤ Safe assembly of occupants following social distancing requirements; ➤ Safe exit via the nearest final exit; ➤ Training occupants of any changes to evacuation; ➤ Ensuring there are enough trained fire wardens 	Low	Complete full fire drill

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions √/X (If √ See Actions)
		<p>on site with the ability to sweep all used areas of the school; to include those trained on line.</p> <ul style="list-style-type: none"> ➤ Use of the school has been reduced to enable safe sweeping and evacuation; • All other fire system testing and maintenance has continued as normal. 		

ACTION PLAN (Additional Control Measures Required/Recommended Actions)		
Hazards and Risks		Recommended Actions
7	Contamination	Seek immediate advice for clear directive and procedures for each individual case.
9	Insufficient numbers of qualified staff due to rota.	Sufficient first aiders to include those trained on line at these times that face to face training is not permitted due to social distancing.
15	Insufficient numbers of qualified staff due to rota.	Sufficient Fire Marshals to include those trained on line in fire safety at these times that training is not permitted due to social distancing. Complete full fire drill. Mapa training physical element will be covered in videos and incorporate a face to face within the year if possible.
5	Contamination	Outdoor play equipment is wiped between use and social distancing marked in play areas.
1	Information	PHE North East and North Central London Health Protection Team, Ground Floor South Wing, Fleetbank House 2-6 Salisbury Square, London, EC4Y 8JX

1	<p>You can only get a test and trace kit if you are:</p> <ul style="list-style-type: none"> • Showing symptoms (a new continuous cough, or loss or change to taste and smell) • For someone showing symptoms who you live with. <p>Getting tested:</p> <ul style="list-style-type: none"> • Book an appointment at a drive through but preferably apply for a home kit on line. • You can only get a home kit if you are showing symptoms. • Get tested within first 5 days of showing symptoms. • If you are over 12 you can test yourself or your parent/guardian can complete the test for you. • Test sites are roaming call 119 for latest destination <p>Support school community with track and trace if required.</p> <p>Response to infection – Support the containment if an outbreak by following PHE Guidance. Remove any person showing symptoms and isolate behind closed door until collected, ventilate the area and keep a 2m distance. Support staff should wear PPE. If seriously ill call 999. Everyone in contact wash hands for 20 seconds with soap and running water, or use sanitizer.</p> <p>If more than one case of positive Covid within 10 days contact PHE and follow guidelines in case of an outbreak.</p> <p>Testing in school – Schools will complete tests weekly for staff and pupils dependent on their permission and in accordance with Government Guidelines. If positive, person to leave and isolate taking a second test with track and trace. All staff in contact will be tested for 7 consecutive days.</p> <p>For secondary school staff and pupils (where appropriate) we are moving to a home testing model</p>
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(for the majority of pupils, they will move to home testing following the first 3 onsite tests). The lateral flow devices used have received regulatory approval from the MHRA for self-use. Home test kits will be available for all staff on return. Once pupils have been tested three times at school, they will be provided with home test kits for regular testing. Testing remains voluntary but strongly encouraged.

Testing remains voluntary and no child or young person will be tested unless informed consent has been given by the appropriate person and the child and young person is willing to be tested.

Staff or students with a positive LFD test result will need to self-isolate in line with the stay-at-home guidance. They will also need to arrange a lab-based polymerase chain reaction (PCR) test to confirm the result if the test was done at home. Those with a negative LFD test result can continue to attend school or college and use protective measures. For further support on rapid asymptomatic testing, including queries regarding Medacs, you can call the DfE helpline on 0800 046 8687 (if you have further questions).

When an individual develops coronavirus (COVID-19) symptoms or has a positive test Pupils, students, staff and other adults must not come into the setting if:

- they have one or more coronavirus (COVID-19) symptoms
- a member of their household (including someone in their support or childcare bubble if they have one) has coronavirus (COVID-19) symptoms
- they are required to quarantine having recently travelled from certain other countries outside the Common Travel Area
- they have had a positive test They must immediately cease to attend and not attend for at least 10 days from the day after:

		<ul style="list-style-type: none"> • the start of their symptoms • the test date if they didn't have any symptoms but have had a positive test (whether this was a Lateral Flow Device (LFD) or Polymerase Chain Reaction (PCR) test) <p>You must follow this process and ensure everyone onsite or visiting is aware of it. Anyone told to isolate by NHS Test and Trace or by their public health protection team, has a legal obligation to self-isolate, but you may leave home to avoid injury or illness or to escape risk of harm.</p>
12	Minimising Coronavirus	<p>Staff and pupils who are ill are to stay at home.</p> <p>Staff who are clinically extremely vulnerable to provide supporting letter from NHS to enable isolating. Pregnant staff come under the clinically vulnerable category. New staff to follow the school risk assessment and prevention routine to include completing a questionnaire for visitors identifying if they have travelled. If positive tests within school, all staff and pupils identified to self-isolate, if deemed not viable due to reduced staffing education for pupils will transfer to home learning for the isolation period.</p> <p>Pupils and students who are self-isolating because they are following public health advice should not attend school or college. Those pupils and students who are clinically extremely vulnerable (CEV) are also currently advised not to attend whilst shielding remains in place. Any pupils or students not attending their setting should receive remote education. Joint working with young people, parents and carers and families continues to be essential, alongside collaborative working with local partners and all other organisations involved with supporting the child or young person and their family.</p> <p>Ensure everyone is advised to clean their hands thoroughly and more often than usual Coronavirus (COVID-19) is an easy virus to kill when it is on skin. This can be done with soap and water or hand</p>

		<p>sanitiser. You must ensure that pupils and students clean their hands regularly, including:</p> <ul style="list-style-type: none"> • when they arrive at school or college • when they return from breaks • when they change rooms • before and after eating <p>Consider how often pupils, students and staff will need to wash their hands and incorporate time for this in timetables or lesson plans. Pupils and students who use saliva as a sensory stimulant or who struggle with ‘catch it, bin it, kill it’ may also need more opportunities to wash their hands. Continue to help pupils and students with complex needs to clean their hands properly. Frequent and thorough hand cleaning should now be regular practice.</p> <p>You should consider:</p> <ul style="list-style-type: none"> • whether you have enough hand washing or hand sanitiser stations available so that all pupils, students and staff can clean their hands regularly • if you need to supervise hand sanitiser use given the risks around ingestion • building these routines into your school or college culture, supported by behaviour expectations and helping ensure younger pupils and those with complex needs understand the need to follow them. <ul style="list-style-type: none"> • Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach The ‘catch it, bin it, kill it’ approach continues to be very important. Make sure enough tissues and bins are available to support pupils, students and staff
8	<p>Spread/contraction of COVID-19 due to lack of social distancing measures. In particular school employees.</p>	<p>Maintain and promote the use of ‘Bubbles’ for the school community as much as possible.</p> <p>Avoid groups and contact between groups.</p> <p>Arrange classrooms with forward facing desks.</p> <p>Reduce contact and maximize distancing for school community as much as possible.</p> <p>School community to be vigilant in maintaining distance with pupils and other staff as much as possible.</p> <p>Continue to use PPE at all times if possible, especially in all communal areas.</p> <p>All staff including those on induction to follow all procedures. Wear PPE in communal areas, have temperature taken, sanitise, complete track and trace, complete visitor risk ass, use bacterial spray,</p>

		<p>remember social distancing, do not let in visitors or professionals without clearance from SLT, participate in weekly covid testing.</p> <p>Home learners to be offered temperature checks and twice weekly covid testing.</p> <p>On site learners offered temperature checks and twice weekly covid testing.</p>
6	Spread/contraction of COVID-19 due to lack of hand-washing and general poor hygiene.	<p>Continue to promote and carry out robust hand and respiratory hygiene.</p> <p>Continue with enhanced cleaning and ventilation where possible.</p> <p>Deep clean during positive case of Covid or during holiday period.</p> <p>Continue to promote 'catch it, bin it, kill it'.</p>
4	<p>Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including:</p> <ul style="list-style-type: none"> Classroom use / activities. 	<ul style="list-style-type: none"> Ventilation – or areas without windows and no natural ventilation will be ventilated with the natural flow of traffic in and out of the room. At every opportunity the door will remain open, due to the doors being fire doors and the SEND pupils within our premises it is not possible to prop open doors. Government emphasis is on hands, space, face and fresh air to reduce the spread of the virus.
	Prevention	<p>Prevention</p> <ol style="list-style-type: none"> 1) Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, or those who have been advised to self-isolate by NHS Test and Trace, do not attend the setting. 2) Where recommended, the use of face coverings in settings. 3) Clean hands thoroughly more often than usual. 4) Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach. 5) Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents. 6) Minimise contact between individuals and maintain social distancing wherever possible. 7) Where necessary, wear appropriate personal protective equipment (PPE). 8) Always keep occupied spaces well ventilated. <p>Numbers 1 to 5, and number 8, must be in place in all settings, all the time.</p> <p>Number 6 must be properly considered, and settings must put in place measures that suit their</p>

	<p>particular circumstances. Number 7 applies in specific circumstances.</p> <p>Response to any infection</p> <p>9) Engage with the NHS Test and Trace process. 10) Manage confirmed cases of coronavirus (COVID-19) amongst the setting's community. 11) Contain any outbreak by following local health protection team advice. Numbers 9 to 11 must be followed in every case where they are relevant. Shielding advice is being paused nationally from 31 March. From 1 April, CEV individuals are no longer advised to shield but must continue to follow the rules in place for everyone under the current national restrictions. Staff in education settings who are CEV will be advised to continue to work from home where possible, but if they cannot work from home should attend their workplace.</p> <p>The risk assessment is reviewed as effective and working as planned.</p> <p>DfE announce non compulsory wearing of masks in class. Continue to wear masks around the building in communal areas, or areas where social distancing is difficult to maintain.</p>
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Please note:

All controls are subject to change should government guidance change due to changes to the 'R' rate. This could change on a daily basis. Government and DfE guidance MUST be regularly reviewed. Risk assessment must be reviewed if there is a significant change.

In order to calculate the risk level please use the Judicium Education 'Guide to risk assessment'. This document is available on our template site and includes a risk matrix. If required, you have unlimited access to the Judicium e-learning library including 'Risk Assessment Training for Schools – General'.

*Following assessment if no further actions are assessed to be required please mark an **X** in the "Further Actions" box. If however additional controls or actions are assessed to be required please place a **√** in the box and note the action in the action plan.*

Any further actions identified should be completed before the assessed task is carried out.